



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
MEETING DATE AND TIME:	Tuesday, November 10, 2009 at 1:00 p.m.
PLACE:	861 Silver Lake Blvd, Dover, Delaware Conference Room B second floor of the Cannon Bldg.
MINUTES APPROVED:	May 11, 2010

MEMBERS PRESENT

Jerrold Spilecki, Professional Member, President
Carolyn Cotter, Public Member, Vice-President
Timothy Ballas, Professional Member
William Daisey, Public Member
Maria Simoes, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Allison Reardon, Deputy Attorney General
Renee' Holt, Administrative Specialist II

MEMBERS ABSENT

Terri White, Professional Member
Frances Wimbush, Healthcare Member, Secretary
Hope Squier, Healthcare Member

OTHERS PRESENT

Virginia Beth Jarrell

CALL TO ORDER

Mr. Spilecki called the meeting to order at 1:32 p.m.

REVIEW OF MINUTES

Mr. Spilecki moved to Unfinished Business, review of application for continuing education submitted by AGE entitled "The Fundamentals and Benefits of Assertiveness Training".

The Board tabled the review of the minutes. The motion was unanimously approved.

UNFINISHED BUSINESS

Review of Continuing Education Applications (Tabled from October 13, 2009) –

Activities for Geriatric Enrichment (AGE) – The Fundamentals and Benefits of Assertiveness Training – requesting 5 hours – Mr. Ballas reviewed the additional information sent at the Board's request. Mr. Ballas made a motion to deny the application. Mr. Spilecki seconded the motion. After further discussion regarding the connection of how the course relates to the profession of Nursing Home Administration, the motion was unanimously approved.

Strategic Plan

The Board viewed a presentation on the Strategic Planning process given by Ms. Reardon. The Board discussed regarding updating the past strategic plan of 2007 – 2008. Ms. Holt will develop an application checklist for each application type for use by the Board in reviewing applications. Ms. Reardon will provide the updated changes to the strategic plan and work with Ms. Holt to provide the updated plan at the next meeting.

Ms. Reardon announced that Ms. Hickey has taken a new position within the Deputy Attorney General's office and will be replaced by Ms. Patty Murphy at the next board meeting.

Discussion on Updating Current AIT Program

Mr. Spilecki provided a list of suggestions compiled from the Maryland board

NEW BUSINESS

Approval of meeting dates for 2010 - Mr. Spilecki made a motion, seconded by Ms. Cotter to approve the meeting calendar. The motion was unanimously approved.

Review of 2009 Post Renewal Audit Documents –

Mr. Spilecki reported to the board the licensees that he reviewed passed the audit.

Ms. Cotter reported on the licensees that did not to pass the audit: Elmira King, Brenda Moody Colley, Lois Marie Quinlin, and Cheryl Hollis.

Ms. Cotter made a motion to send a letter to Elmira King to allow 60 days for submission of an additional 4.5 hours of continuing education documents/certificates for the audit period. Mr. Spilecki seconded the motion. The motion was unanimously approved.

Mr. Ballas made a motion to send a letter to Lois Marie Quinlin for allow 60 days for submission of additional proof of continuing education documentation. The motion was not passed due to lack of a second.

Ms Cotter withdrew motions for 60 days and amend the time to 30 days. Mr. Spilecki seconded the motion. The motion was unanimously approved.

Ms. Cotter made a motion, seconded by Mr. Ballas to send a letter to Brenda Moody Colley to allow 30 days to send the additional proof of continuing education. The motion was unanimously approved.

Mr. Ballas made a motion, seconded by Ms. Cotter to send Cheryl Hollis a notification for a Rule to Show Cause Hearing for failure to meet the requirements of the post renewal audit. The motion was unanimously approved.

Ms. Reardon exited the meeting at 3:04 pm.

Review of Continuing Education

Mr. Ballas made a motion, seconded by Ms. Simoes to approve the continuing education applications listed:

“Leadership Skills for Women” – 12/2/09 for 5.5 hrs submitted by Charlotte Brown.

“October Educational Program” – 10/21/09 for 4.5 hrs submitted by DHCFA.

“Approaches to Care: Refining Clinical Tools for an Aging Society” – 10/28/09 for 5.5 hrs.

“Ethics Training” – 11/16/09 for 5.5 hrs. both submitted by Gina Nanna.

Ms. Simoes made a motion to add item 4.3.6 application for continuing education by the Institute of Natural Resources for the course titled “Left Handedness and Right Handedness”, seconded by Mr. Daisey. The motion was unanimously approved.

Ms. Simoes made a motion, seconded by Mr. Ballas to deny the courses submitted by The Institute of Natural Resources for “Left Handedness and Right Handedness”. The motion was unanimously approved.

Ms. Simoes reviewed the application for Delaware Healthcare Facilities Association for the course “December Educational Seminar” – 12/9/09 for 3 hours. Ms. Simoes made a motion to approve the application, seconded by Mr. Ballas. The motion was unanimously approved.

TEMPORARY ADMINISTRATOR LICENSE (RATIFY)

Mr. Spilecki made a motion to ratify the issuance of the Temporary Administrator License for Peter Burke, seconded by Mr. Daisey. The motion was unanimously approved.

NURSING HOME ADMINISTRATOR LICENSE (RATIFY)

There were no licenses issued.

REVIEW OF NURSING HOME ADMINISTRATOR APPLICATIONS

Administrator in Training Progress Reports

The Board reviewed the progress report submitted by Anita Sue Ruff. Mr. Spilecki made a motion, seconded by Ms. Cotter to accept the final progress report and make Ms. Ruff eligible to sit for the NAB examination. The motion was unanimously approved.

The Board reviewed the final progress report and request for approval to test submitted by Virginia Beth Jarrell. Mr. Spilecki made a motion, seconded by Ms. Simoes to accept the final progress report and make Ms. Jarrell eligible to sit for the NAB examination. The motion was unanimously approved.

Administrator in Training Application

There were none to review.

Review of Nursing Home Administrator Reciprocity Applications –

There were none to review.

Nursing Home Administrator New Applications – None

Complaints – No updates

Rules and Regulations Discussion

Other Business before the Board (for discussion only)

There was no other business before the Board.

PUBLIC COMMENT

Ms. Jarrell thanked the board.

SCHEDULED MEETING – The next meeting will be held on December 8, 2009 at 1:00 p.m. at 861 Silver Lake Boulevard, Cannon Building, Conference Room B, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Daisey made a motion, seconded by Mr. Ballas to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 3:30 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Renee' M. Holt".

Renee' Holt
Administrative Specialist II